

**BY ORDER OF THE COMMANDER,
15TH AIRLIFT WING**



**AIR FORCE MANUAL 23-110,
VOLUME 2, PART 2, CHAPTER 9**

**15TH AIRLIFT WING
Supplement 1**

10 AUGUST 2004

Supply

REQUISITIONING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 15 LRS/LGRSP (Mr. Gary Byas)

Certified by: 15 LRS/LGRS
(Ms. Cora Johnson)

Supersedes AFMAN 23-110, Vol 2, Pt 2,
Chap 9/15 ABW Sup 1, 14 April 1999

Pages: 2
Distribution: F

This supplement applies to all units assigned, attached, or associated to the 15th Airlift Wing. It does not apply to the Air National Guard or United States Air Force Reserve units and members.

SUMMARY OF REVISIONS

Realigned locally assigned requisition serial numbers. A bar (|) indicates revisions from the previous edition.

AFMAN 23-110, Volume 2, Part Two, Chapter 9, 1 April 2004, is supplemented as follows:

9.2.2.5.3. The Regional Supply Squadron (RSS) is responsible to update the Fund Requirement Card (FRC) file. Reference PACAFI 23-206, para 5.1.8.

9.7.5. Commander, 15th Logistics Readiness Squadron, takes the option to have base Customer Service personnel prepare all supporting documentation (CTH, receipts, management notices), process all TAR transactions, and freeze item records with special inventory notification (1GP) transactions prior to adjusting the appropriate record. Customer Service section will process adjustments.

Table 9B5.1. Local assignment of requisition serial numbers:SERIAL NUMBER ASSIGNMENT

9300 - 9799	Reserved
9800 - 9839	Not Assigned
9840 - 9849	HIANG HAZMART Only
9850 - 9859	MICAP Only
9860 – 9894	LGRSC Customer Service
9895 – 9899	735 AMS

9B11.8.5. When addition or deletion of REX codes A through R is needed, send a request to 15 LRS/LGRSP. Procedures to load, change, delete, and control codes are in AFMAN 23-110, Volume 2, Part 2, Chapter 19, *Stock Control*, Attachments 19A-10 and 19A-11. Include the ENC, exception phrase, whether or not an Exception Control Code (ECC) is required, and monitor.

9B20.2.1.2.2. Customer Service will process a Special Requisition (SPR) with a special requirement flag R, advice code 2C (fill or kill), and a priority 12 for a single asset.

9B24.6.1. Notification Requirement. Once Base Supply receives the General Services Administration (GSA) Bulletin about calendars, Customer Service will notify all supported organizations by letter, base bulletin, or e-mail providing the stock number, description, size of each calendar, and the date by which they may purchase calendars from the GSA. Organizations will purchase calendars using their Air Force Purchasing Card.

9B24.24.2. NOTE. Commander, 15th Logistics Readiness Squadron delegates the responsibility of Defense Reutilization and Marketing Office (DRMO) local withdrawals and Defense Reutilization and Marketing Service (DRMS) worldwide (off-island) withdrawals to the Customer Service Center. Procedures outlined in AFMAN 23-110, Volume II, Part Two, Chapter 9, Paragraph 9B24.24, will be utilized.

9B24.24.4.2.3.1. The receipt and due-out release will be processed and signed immediately after the requisition is processed.

9B24.24.4.3. Customer Service will not create due-outs.

9B24.24.5. A copy of the completed AF Form 601, Equipment Action Request/2005, Issue/Turn-In Request, will be forwarded along with the 350 management notice, to the requester's funds manager.

9B25.4. The R01 will be processed as an alternative to the D18, D03, and D19.

JOHN S. MEDEIROS, Colonel, USAF
Commander, 15th Mission Support Group